



JOB TITLE: **MINISTRY COORDINATOR**  
REPORTS TO: **LEAD PASTOR**  
CATEGORY: **ADMINISTRATIVE**  
COMPENSATION: **FULL TIME SALARIED**

## MISSION

The Ministry Coordinator serves RHC by cultivating an environment where people are known, welcomed, and meaningfully connected to the mission of Jesus. This dynamic hybrid role serves as the central bridge for community connection—guiding guests and members into deeper church involvement, supporting our ministry leaders, as well as, coordinating RHKids (Babies-5th), a vital ministry in our growing church.

## CULTURE & CHARACTER

RHC is a gospel-centered church marked by unity, humility, and joyful participation in the mission of Jesus. The individual in this role will:

- **Gospel-Driven:** View community assimilation, administration, and children's ministry through the lens of intentional discipleship rather than mere checklist management.
- **Relational:** Cultivate deep, warm connections with guests, members, parents, and volunteers.
- **Unified:** Pursue harmony with staff, elders, and deacons, modeling Christlike character and keeping the mission of Jesus central.
- **Organized & Creative:** Bring a proactive, self-starting attitude to a growing church environment, creating physical and digital spaces that reflect the excellence of the Gospel.

## CORE AREAS OF RESPONSIBILITY

### 1. Administration & Ministry Support

- *Churchwide Communication:* Lead and execute central churchwide communications
- *Operations & Calendar:* Maintain the master churchwide calendar, handle supply ordering, and support benevolence coordination alongside leadership.
- *Event Logistics & Hospitality:* Oversee the coordination, meals, and setup for leadership meetings, special services, childcare, and wider network gatherings (i.e., Acts 29, partnership visits, missional engagement trips).
- *Seasonal Events:* Plan, implement, and execute major church calendar events with a team of volunteers (i.e., Holidays, VBS, Oktoberfest)
- *Bill Pay:* Work with our book keeper to see the payment of invoices in a timely manner.

### 2. Digital Media, Marketing & Creative Design

- *Graphic Design:* Utilizing Canva or other design platforms, create promotional graphics for announcements, sermon series, church events, and necessary Sunday morning presentation slides in a timely fashion as needed.
- *Social Media & Web Management:* Oversee, organize, and publish engaging content (posts, stories, reels) across all RHC social media outlets. Manage and update the church webpage and mobile app with current events, links, and digital sign-ups.
- *Media Assets:* Capture (or oversee volunteers in capturing) photos and videos of Sunday services, events, and classes to keep RHC stock photography current for print and digital use. Maintain an organized cloud media folder.

### 3. Guest Engagement & Assimilation

- *Hospitality Pathways:* Oversee guest follow-up systems and assimilation workflows, ensuring new visitors are warmly welcomed and provided clear next steps toward covenant membership.
- *Welcoming Environments:* Ensure church common areas, classrooms, and entryways are clean, organized, hospitable, and visually inviting.

#### 4. RHC Kids Direction & Family Discipleship

- *Curriculum & Sunday Prep:* Oversee the selection, printing, and preparation of lesson materials, videos, crafts, and resources for all classrooms. Ensure rooms are stocked (supplies, snacks) and disinfected before and after services. Cultivate a clean and welcoming children's discipleship environment.
- *Volunteer Management:* Build, schedule, and maintain a monthly volunteer matrix via Planning Center. Send weekly reminders, updates, and encouragement. Conduct volunteer training at least twice a year and identify potential assistants/deacons to help scale leadership.
- *Teacher Support:* Email lead teachers their completed lesson plans no later than Friday. Step in to fill classroom roles on Sunday mornings as needed.
- *Parent Partnership:* Email parents weekly with a lesson recap and discipleship resources. Create and maintain a dedicated family discipleship page or newsletter on the website.

#### REQUIRED HOURS & SCHEDULE OVERVIEW

This role requires a consistent weekly commitment of approximately **35-40 hours per week**, combining a strong Sunday morning leadership presence with structured, consistent weekday office hours.

- **Sundays:** 5 Hours (Typically 8:00 AM – 1:00 PM) to ensure early room setup, event management, guest hospitality, media capture, and classroom resets.
- **Weekdays:** 24–28 Hours split across four weekdays (9:00AM – 4:00PM, Tuesday required for Staff Meeting).
- **Remote:** 5-10 Hours (as needed). Hours are structured yet may scale or flex dynamically during peak ministry seasons

#### ROLE QUALIFICATIONS

##### Regenerate Heart & Spiritual Maturity

- Evidence of conversion and a vibrant, growing walk with Christ.
- A timeline of continued spiritual development, proven submission, and consistent obedience to God and His Word.

##### Faithful Church Membership

- Must be a committed member of RHC, fulfilling all aspects of membership covenant, or pursuing membership at RHC
- Models faithfulness and active discipleship by participating fully in the life and community of the church.

##### Character & Competence

- **Humility & Teachability:** Grounded in submission to Scripture and the elders; possesses a lifelong learner mindset, actively seeking to grow in biblical knowledge and ministry skills.
- **Strength Under Control:** Skilled, competent, and confident without pride; respects leadership and collaborates with grace and humility.
- **Conflict Management:** Possesses the social couth and maturity to navigate difficult conversations, diffuse tension, and handle parent, member, or volunteer complaints in a way that protects church unity.
- **Organizational Ability & Team Building:** Highly organized, detail-oriented, and able to manage multiple digital and physical systems simultaneously. Proven ability to build, train, and lead volunteer teams that compensate for personal limitations.
- **Gospel Aspiration:** Motivated purely by the joy of seeing disciples made—both young and old—rather than personal recognition. Ready and willing to do what it takes to help the church grow!